

MAINTENANCE SUPERVISOR

GRADE 31

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs highly skilled work supervising repair and maintenance operations and operation of related equipment at County solid waste management facility; does related work as required. Work is performed under limited supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Oversees the repairs & maintenance of facility equipment and buildings; training staff; operates various equipment; maintaining site appearance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises repair and maintenance personnel.
- Maintains function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Complete required paperwork associated with all repairs and tracking of supplies.
- Reviews, completes, or assigns repairs identified on Operator Inspection Reports.
- Conducts safety checks on vehicles and equipment.
- Performs service calls for emergency breakdowns.
- Maintain a clean, safe work environment in compliance with corporate and OSHA standards.
- Evaluates functionality and reliability of facility systems and associated equipment by conferring with operating areas; identifying problems and requirements.
- Coordinates and manages any contracted repairs from outside vendors.
- Monitors and operates multiple facility operations.
- Anticipates and resolves operational problems independently.
- Participates to develop safety program and improve facility operating procedures; trains staff in safety and operating procedures.
- Generates and manages facility maintenance records.
- Assists with public presentations to interest groups.
- Maintains compliance with department procedures and solid waste management regulations.
- Prepares portion of operating budget and procurement specifications.
- Act as back up supervisor for other operational sections.
- Performs SWM Operator III, SWM Operator II, SWM Operator I, and Site Attendant duties as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of applicable safety and environmental regulations; thorough knowledge and ability to implement safe and efficient operations of the various equipment and procedures required in collection site, recycling processing, transfer stations and landfill operations; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience up to completion of high school and some solid waste experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, dexterity, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Demonstrated experience as an equipment operator and the ability to obtain a commercial driver's license (Class B) valid in the Commonwealth of Virginia within six months of employment (as required) , or demonstrated work experience in repair and maintenance functions and may be required to operate multiple key operations as a SWM I, II and III.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.